



# Foreign Affairs Manual

## 1 FAM – Organization and Functions

**Change Transmittal:** ORG-278

**Date:** July 24, 2012

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## 1 FAM 240 OFFICE THE LEGAL ADVISER (L)

### Changes

1. This Change Transmittal announces the following changes:
  - 1 FAM 241.1: updates 11 FAM responsibilities listed
  - 1 FAM 244: adds duties to the Executive Direct (L/EX)
  - 1 FAM 245.2: changes L/ESA to L/EAP and 1 FAM 245.5 L/ASCA
  - 1 FAM 246.4: corrects names of DS/OFM and S/CPR
  - 1 FAM 246.6: changes USG to U.S. Government
  - 1 FAM 246.18: adds L/EFD
  - Numbering/lettering in sections 241.1 and 1 FAM 241.3 was corrected; however, no material was moved; therefore, there is no need for a crosswalk.
2. Darkmagenta italics was used to indicate changed text.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the changes in this subchapter is L/M.

### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 240 (CT:ORG-204; 02-10-2009) and insert revised subchapter 1 FAM 240 (CT:ORG-278; 7-24-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:ORG-278, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.